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ABSTRACT

This book is designed to help novices get started in providing services to patrons of their library. By separating professional tasks from others, an indication is made when expertise is needed above and beyond the use of common sense and natural organizational skills. The book covers the realm of a librarian's responsibilities, offering advice on topics that range from shelf arrangement and classification systems to collection development and staff management. The volume begins at the beginning, explaining not only how things happen, but why and what procedures are important to follow. It is a how-to guide for the beginner, someone who has little if any experience in libraries yet is expected to manage a small library in a school, community, church, or corporation, with little supervision. This volume could also be used as a training guide for coordinators with responsibility for library programs in schools with paraprofessionals assigned to individual buildings, or for public librarians who must prepare staff with one or more workshops or training sessions. The 10 chapters are: "Your Library"; "Users in the Library"; "Staffing the Library"; "Circulation of Materials and Equipment"; "Reference in the Library"; "Services"; "Adding to the Collection"; "Evaluating What You Do"; "Creating a Library Where None Exists"; and "Increasing Your Skills as a Librarian." Appendices contain a nonuser survey, examples of job applications, a list of professional library associations, and a 77-item annotated bibliography. (Author/MAS)

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